



U.S. Department of Education
Office of Elementary and Secondary Education

**Application for State Grants under the
21st Century Community Learning Centers Program**

Title IV, Part B of the Elementary and Secondary Education Act

Introduction

Part B of Title IV of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001 (Pub.L.107-110), provides opportunities for communities to establish or expand activities in community learning centers.

Under the 21st Century Community Learning Centers program (21st CCLC), the U.S. Department of Education provides grants to the State educational agencies (SEAs) on the basis of their proportionate share of funding under Part A of Title I. States may retain up to 5 percent of their allocations for State-level administration of the program and State activities.

Note: This individual 21st Century Community Learning Centers grant application is to be completed and submitted by the SEAs that are not including the 21st Century Community Learning Centers program as part of their consolidated State application.

Background

President Bush and Congress have declared their commitment to transforming the Federal role in education through the *No Child Left Behind Act of 2001*. At the heart of this effort is a commitment to focus on students, equip teachers, empower parents, and inform decision makers to ensure that every child receives a quality education.

The passage of the *No Child Left Behind Act of 2001* significantly amended the Elementary and Secondary Education Act to expand State and local accountability and flexibility and to stress the adoption of research-based practice; it also substantially changed the 21st Century Community Learning Centers (21st CCLC) program.

Information on all of the programs provided by the *No Child Left Behind Act of 2001* can be found at [<http://www.ed.gov/nclb>]

Purpose

The purpose of the 21st CCLC program is to create *community learning centers* that provide academic enrichment opportunities for children and their families, providing a safe environment for students when school is not in session. Centers – which can be located in schools or other easily accessible facilities – provide a range of high-quality services to support student learning and development including: tutoring and mentoring, homework help, academic enrichment (such as hands-on science or technology programs), community service opportunities, along with music, arts, sports and cultural activities.

The law's specific purposes are to:

- (1) provide opportunities for academic enrichment, including providing tutorial services to help students, particularly students who attend low-performing schools, to meet State and local student performance standards in core academic subjects, such as reading and mathematics;
- (2) offer students a broad array of additional services, programs, and activities, such as youth development activities, drug and violence prevention programs, counseling programs, art, music, and recreation programs, technology education programs, and character education programs, that are designed to reinforce and complement the regular academic program of participating students; and
- (3) offer families of students served by community learning centers opportunities for literacy and related educational development.

General Instructions

An SEA that seeks 21st CCLC funds, must submit the following information:

1. Information requested on the enclosed application cover sheet (*Page 4*), including the signature of the authorized SEA representative.
2. A narrative addressing the application plan requirements detailed in this application.

NARRATIVE INSTRUCTIONS

Part B of Title IV of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the *No Child Left Behind Act of 2001*, requires you to submit the information identified below to receive funding under the 21st Century Community Learning Centers Grant program.

In organizing this portion of your application, please use the same headings and numbering that we have provided so that reviewers can quickly and accurately locate your response to each item. Further, please provide a brief narrative response to the items included under Part 1. State Administration and Part 2. State Activities.

Attachments:

Program Specific Assurances

Other Assurances

Part B of Title IV of the Elementary and Secondary Education Act

3. The signature of the authorized SEA representative on the application assurances and certifications sheet (*Page 9*).

An original and two copies of the application should be submitted to:

U.S. Department of Education
21st Century Community Learning Centers Program
400 Maryland Ave, SW, Rm 5W244
Washington, DC 20202-6175

Please reproduce copies on white paper. Staple the application together, and please do not use binders, folders, sleeves, or cover letters.

If you have any questions concerning this application, please contact Carol J. Mitchell, Program Manager, at 202-260-0982, or carol.j.mitchell@ed.gov.

21st Century Community Learning Centers Program Cover Sheet

The State of _____ pledges its support to create *community learning centers* that a) provide students with academic enrichment opportunities, b) offer additional activities designed to complement students' regular academic program, and c) offer families of these students literacy and related educational development; and submits this application for funding under Title IV, Part B of the Elementary and Secondary Education Act, as amended by the *No Child Left Behind Act of 2001*.

1. Legal Name of Applicant Agency (State Educational Agency):	2. D.U.N.S. number: Taxpayer Identification Number (TIN):
3. Applicant Address (include Zip):	4. Contact Information Name: Position: Telephone: Fax: E-mail:
5. Status With Respect to Executive Order 12372: <input type="checkbox"/> Application was made available for review <input type="checkbox"/> Program was not selected for review	6. Is the applicant delinquent on any Federal debt? <input type="checkbox"/> No <input type="checkbox"/> Yes, explanation attached
7. To the best of my knowledge and belief, all data in this application are true and correct. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.	
a. Typed Name and Title of Authorized Representative:	b. Telephone Number: Fax: E-mail
c. Signature	d. Date

FORMS AND INSTRUCTIONS

1. Legal Name and Address. Enter the legal name of applicant and the name of the primary organizational unit that will undertake the assistance activity.

2. D-U-N-S Number. Enter the applicant's D-U-N-S Number. If your organization does not have a D-U-N-S Number, you can obtain the number by calling 1-800-333-0505 or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL: <http://www.dnb.com>.

Taxpayer Identification Number. Enter the taxpayer's identification number as assigned by the Internal Revenue Service.

3. Applicant Address (include Zip). Enter the applicant's mailing address.

4. Contact Information. Enter name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.

5. Executive Order 12372. The purpose of Executive Order 12372, which may be viewed on the web at <http://www.cfda.gov/public/eo12372.htm>, is to foster an intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development.

Applicants should contact their appropriate State Single Point of Contact (SPOC) to find out about, and to comply with, the State's process under Executive Order 12372. If you want to know the name and address of your State SPOC, you may view the latest SPOC list on the OMB Web site at <http://www.whitehouse.gov/omb/grants> under the heading "Intergovernmental Review (SPOC) list."

In States that have not established a process or chosen a program for review, State, area-wide, regional, and local entities may submit Intergovernmental Review comments directly to the Department.

6. Federal Debt Delinquency. Check "Yes" if the SEA is delinquent on any Federal debt. (This question refers to the applicant's organization and not to the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.) Otherwise, check "No."

7. Certification. To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office.

APPLICATION AND PLAN REQUIREMENTS

1. STATE ADMINISTRATION

Describe how the State educational agency will use its 21st Century Community Learning Centers (21st CCLC) State administration funds (up to two percent of its total 21st CCLC allocation).

Note: Address whether State administration funds will be consolidated with other administrative funds available from ESEA programs. Also please indicate whether the State has been awarded “State-Flex” status by the U.S. Department of Education; or requested any waivers of certain other 21st CCLC statutory requirements.

In particular,

- 1.1. Identify the contact person (title and office) within the State educational agency who will be responsible for the administration and supervision of 21st CCLC programs.
- 1.2. Describe the process the State educational agency used to develop its application requirements. Include the list of agencies, officials, and individuals with whom the State consulted and coordinated for advice and guidance.

Suggestion/Guidance for applicants: The statute requires that State educational agency award funds to eligible entities in consultation with the Governor and other State agencies responsible for administering youth development programs and adult learning activities. The Department of Education encourages the SEA to establish a formal advisory council for ongoing technical assistance.

- 1.3. Describe the results of the State’s needs and resources assessment for before- and after-school activities, which shall be the basis for ongoing State evaluation activities.
- 1.4. Describe how the 21st CCLC programs will be coordinated with ESEA programs and other programs as appropriate.

Suggestion/Guidance for applicants: The 21st CCLC serves as a supplementary program that can enhance an SEA’s or LEA’s reform efforts to improve students academic achievement and their overall development. For example, Title I funds, in concert with the 21st CCLC program funds, can provide expanded learning programs in schools to integrate enrichment and recreation opportunities with the academic services.

- 1.5. Provide a **timeline** for implementing program and awarding funds.
- 1.6. Indicate whether the State educational agency will create priorities - in addition to the competitive priorities outlined in statute- for the local application; describe those priorities. For example, priorities could relate to students or areas targeted, any special requirements for collaboration, and applicant’s experience in operating an after school program.

1.7.Explain the State educational agency matching requirements, if any, for local applicants.

Note: Indicate if the local match is based on a sliding fee scale, in-kind contributions, or other formula, etc. States are prohibited from discriminating among applicants based on the extent to which they are able to match, but States may require all applicants to match at least at a minimal level.

1.8.Describe the **procedures and criteria for reviewing applications** and awarding funds to eligible entities on a competitive basis.

Suggestion/Guidance for applicants: Describe the dissemination strategies that the State will employ to inform the public about the competition, identify the criteria to evaluate applications, and its review process. These may include holding applicant workshops and the process for soliciting, selecting and training peer reviewers.

1.9.Describe how the State educational agency will ensure that **awards are of sufficient size and scope** to support high-quality, effective programs that will help participating students meet local content and student academic achievement standards and made in amounts of at least \$50,000. In particular, describe the estimated range of the **numbers** and **sizes** of awards and the anticipated **project periods** of awards.

Suggestion/Guidance for applicants: To the extent possible, the State educational agency needs to ensure that entities are **geographically diverse** within the State.

Note: The State educational agency may submit a copy of the local application.

1.10 Describe any additional requirements or content specifications the State educational agency will require of its local applicants – for example, any emphasis on the kinds of program activities (identified in statute) and services for students and families, program management issues, specified times, or requirements for center operations.

2. STATE ACTIVITIES

Describe how the State educational agency will use its 21st CCLC State activity funds (up to three percent of its total 21st CCLC allocation).

Note: Address whether State activity funds (of up to 50 percent of State activity funds) will be transferred to carry out State level activities under one or more of the approved programs. (See *Non-Regulatory Guidance Question E-2.*)

In particular,

2.1. Describe the methods the State educational agency will use to monitor programs and activities.

2.2. Explain, in specific detail, the State educational agency's plan to provide ongoing technical assistance and training, evaluation, and dissemination of promising practices to ensure that programs implement effective strategies.

2.3. Describe how the State educational agency will **evaluate** the effectiveness of programs and activities, which shall include at a minimum:

- a description of the performance indicators and performance measures that will be used to evaluate programs and activities; and
- strategies of public dissemination of the evaluations of programs, activities, and dissemination of promising practices.

Suggestion/Guidance for applicants: The 21st CCLC statute requires that the State educational agency conduct a comprehensive evaluation directly or through a grant or contract.

2.4. Describe the information and process the State educational agency will require to make continuation award decisions for local grantees.

Suggestion/Guidance for applicants: Local grantees should demonstrate substantial progress toward meeting their goals and objectives as stated in their original application. State educational agencies may ensure grantees' progress through periodic evaluation.

21st CCLC PROGRAM STATE ASSURANCES

The State educational agency assures that:

- ❑ the State application was developed in consultation and coordination with appropriate State officials including, the chief State school officer and other State agencies administering before and after-school (or summer school) programs, the heads of State health and mental health agencies or their designees, and representatives of teachers, parents, students, the business community, and community-based organizations;
- ❑ local applicants will describe in their applications how the transportation needs of participating students will be addressed;
- ❑ applicant will make awards for programs for a period of not less than three years and not more than five years and will require each eligible entity seeking such an award to submit a plan describing how the community learning center to be funded through the award will continue after funding ends;
- ❑ funds appropriated will be used to supplement, and not supplant, other Federal, State, and local public funds expended to provide programs and activities authorized under this part and other similar programs;
- ❑ funds will be awarded only to eligible entities that propose to serve students who primarily attend schools eligible for schoolwide programs under Section 1114 or schools that serve a high percentage of students from low-income families; and the families of such students;
- ❑ the application will be available for public review after submission.

Typed Name and Title of Authorized Representative

Signature of Authorized Representative

Date

APPENDIX I.

Requirements of GEPA 427

OMB Control No. 1890-0007 (Exp. 09/30/2004)

NOTICE TO ALL APPLICANTS

The purpose of this enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Public Law (P.L.) 103-382).

To Whom Does This Provision Apply?

Section 427 of GEPA affects applicants for new grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

(If this program is a State-formula grant program, a State needs to provide this description only for projects or activities that it carries out with funds reserved for State-level uses. In addition, local school districts or other eligible applicants that apply to the State for funding need to provide this description in their applications to the State for funding. The State would be responsible for ensuring that the school district or other local entity has submitted a sufficient section 427 statement as described below.)

What Does This Provision Require?

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs. This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation in, the Federally-funded project or activity.

In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?

The following examples may help illustrate how an applicant may comply with Section 427.

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Estimated Burden Statement for GEPA Requirements

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1890-0007**. The time required to complete this information collection is estimated to average 1.5 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, SW (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248.

